



Township of Lakewood

MUNICIPAL BUILDING
231 THIRD STREET
LAKEWOOD, NEW JERSEY 08701
732-364-2500 • FAX: 732-905-5991



POSITION AVAILABLE

PURCHASING DEPARTMENT - PURCHASING ASSISTANT

There is one (1) vacancy for the job title of Purchasing Assistant in the Purchasing Department of the Township of Lakewood. The starting salary for this position is \$31,500.00 with benefits to commensurate with experience.

The Purchasing Assistant job description is on the following pages.

Please FAX or Mail your cover letter and resume by Friday, July 18, 2014 to:

Municipal Manager's Office
Township of Lakewood
231 Third Street
Lakewood, NJ 08701
FAX: (732) 905-5991



PURCHASING ASSISTANT IN PURCHASING DEPARTMENT – TOWNSHIP OF LAKEWOOD

DEFINITION

Under direction, compiles information to prepare purchase orders for procurement of materials, supplies, equipment, or service, reviews and edits purchase orders for proper description, number identification, and completion, and records the requisition and receipt of goods and services; does related work as required.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Maintains numerical and alphabetical coding of purchased material and material in stock.

Reviews, edits, and records purchase orders for proper description, number identification, and ensures correctness before giving to buyer.

Receives and records invoices from vendors, checks to see that goods have been delivered and then forwards to accounts/payable section.

Keeps records of dispositions of purchase orders and invoices received.

Compares, corrects, and updates nomenclatures and specifications on purchase orders.

Checks unit price on purchase order for conformity to established market prices.

Contacts vendors to expedite deliveries.

Contacts different divisions and projects to verify deliveries.

Consolidates procurement of materials and supplies for various departments and projects.

Ensures that correct supplies are shipped by vendor.

Makes arrangements with vendors to correct situations involving incorrect shipments.

Records letters of acknowledgment from vendors.

Reviews requisitions for materials not normally kept in inventory for proper distribution code identification and ensures correctness.

Receives, tabulates, and records requests for the purchase of equipment, materials, and supplies.

Performs the clerical work involved in the preparation of contracts following the awarding of bids.

Following the awarding of contracts, enters contract unit prices into a contract price book.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE:

One (1) year of experience in the preparation and processing of requisitions and/or the purchase of equipment, materials, and/or supplies preferred.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

PURCHASING ASSISTANT IN PURCHASING DEPARTMENT – TOWNSHIP OF LAKEWOOD

KNOWLEDGE AND ABILITIES:

Knowledge of the proper methods and procedures involved in the purchase of equipment, materials, and/or supplies preferred.

Ability to comprehend and analyze the individual supply problems and particular needs of the various departments.

Ability to deal effectively with salesmen and vendors.

Ability to prepare reports.

Ability to establish and maintain essential records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.